

California Department of Fish and Game Seasonal Job Bulletin



Position: Native Plant Program Scientific Aid

Position Number: 565-039-0835-905

Salary: \$11.58 - \$13.34 per hour

Duration: The position will be filled as soon as possible. The applicant may work a total of 1500 hours per calendar year, or up to approximately 30 hours per week. Schedule is flexible.

Location: Work is conducted at the Department of Fish and Game's Habitat Conservation Planning Branch, located on the 12th floor of the Resources Building located at , 1416 Ninth Street, Sacramento, California 95814.

Final File Date: Open until filled

Duties:

The incumbent will assist program staff in the preparation and issuance of scientific, management, and educational permits for State-listed threatened, and endangered, and candidate plants; and populate and maintain a database of permits. The incumbent will manage and organize existing files; consolidate records and permits; prepare reports and correspondence and perform other administrative functions and duties as assigned. The position may involve infrequent botanical field work.

Education:

Education equivalent to completion of two years of college with a minimum of 10 semester hours in science OR one year of equivalent professional work experience.

Desired Skills:

A self-motivated and positive attitude; excellent writing and communication skills; knowledge of Microsoft Access or other database software and Word Programs; and a familiarity with California flora and scientific nomenclature.

Contact: Cherilyn Burton, (916) 651-6508, cburton@dfg.ca.gov

To Apply:

Mail a State Application Form (STD 678) and resume to:
Cherilyn Burton
Habitat Conservation Planning Branch
1416 9th Street, Room 1280
Sacramento, CA 95814

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